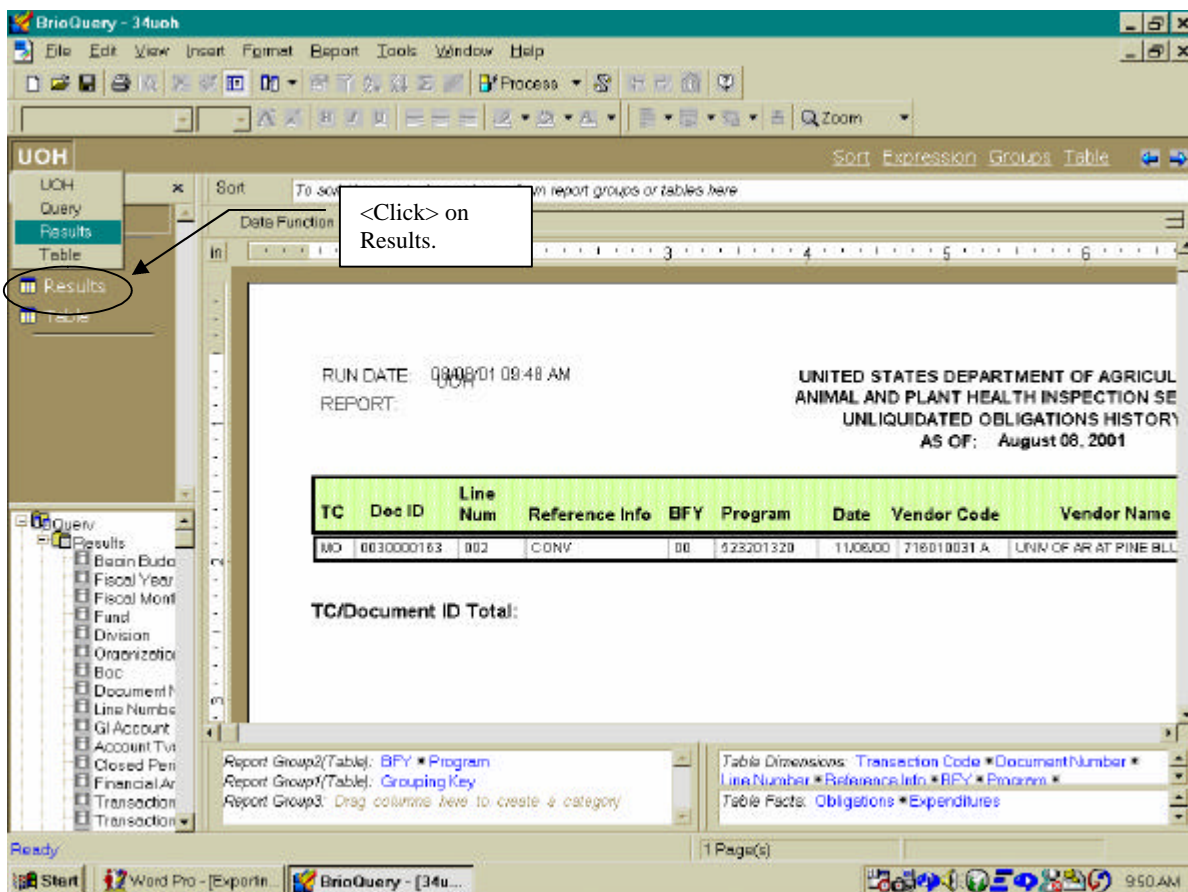


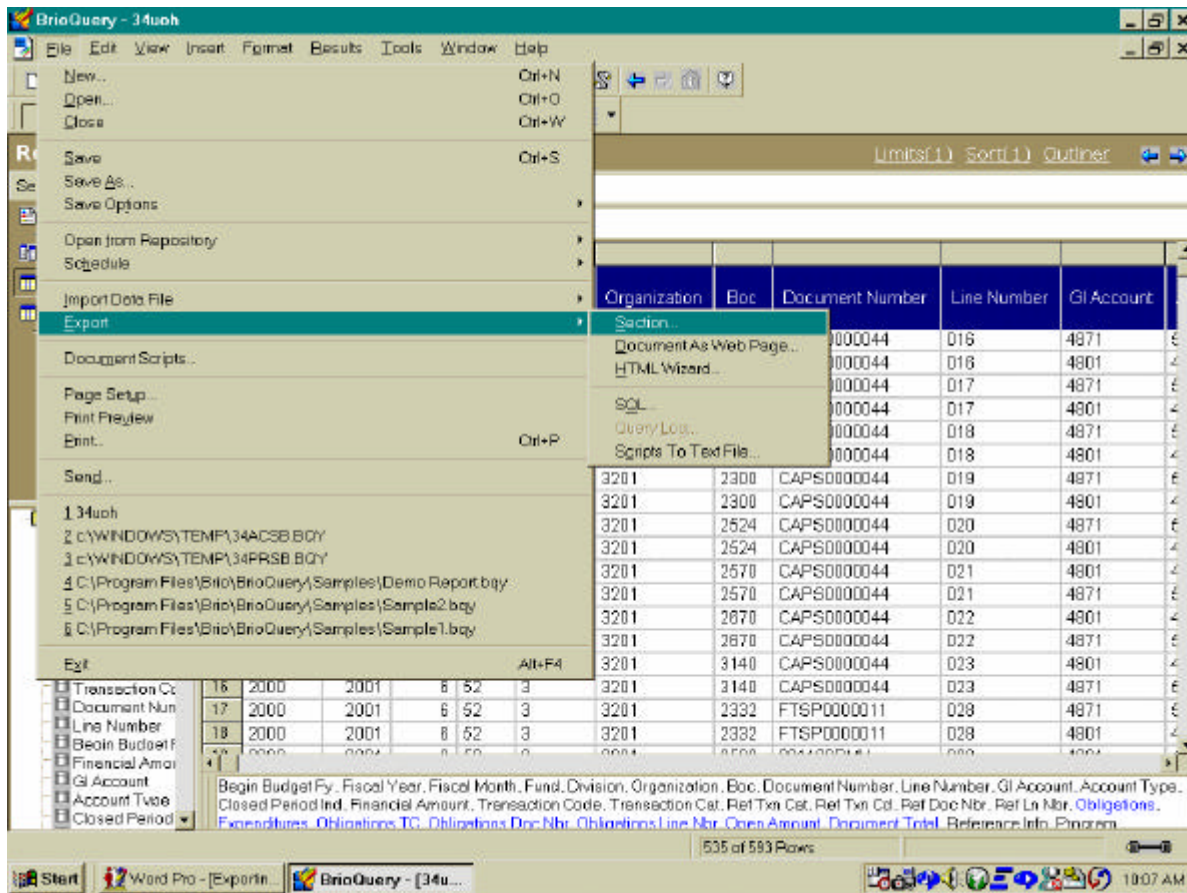
EXPORTING DOCUMENTS TO A SPREADSHEET OR DATABASE

- Sections of the Brio Document can be exported as a common file formats.
- Results Sections can be easily exported as Excel, Lotus, HTML, or any other spreadsheet software.
- BRIO Documents can be exported in HTML format, either as a web page using the wizard or as a series of HTML documents. **Brio Report Section can not be exported to a spreadsheet or database only the RESULTS Section.**

Step 1:

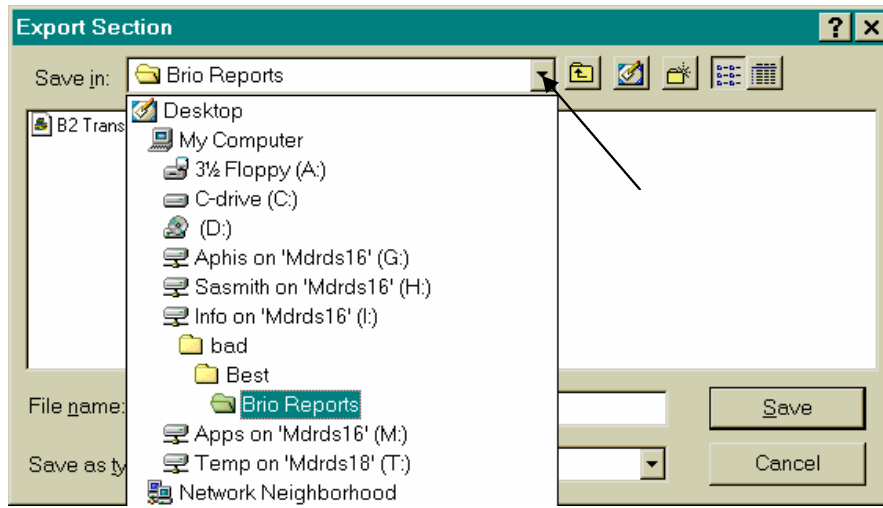


1. <Click> on “Result Section” of the report.

Step 2:

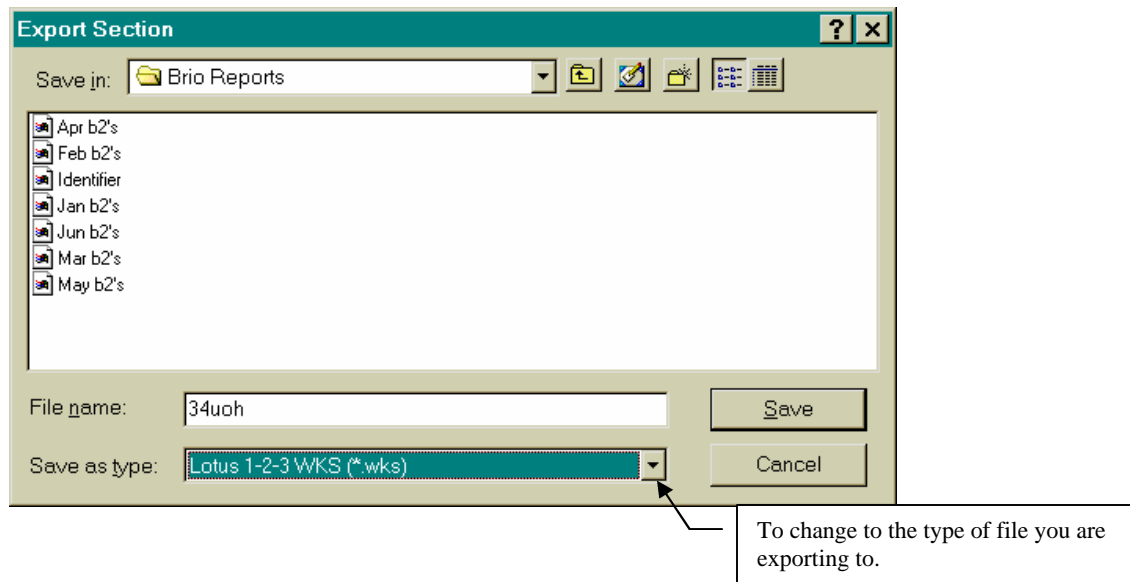
2. <Click> on “File” in the Menu Bar. Then <Select> “Export” and <Click> on “Section.”

Step 3:



3. The Export box will appear. <Click> “**Save in**” **Button** to find out what drive and folder you would like to save it. Once you have decide where to save the file then name the file. <Click> in the **File name box** and **name your file**. **Remember where you saved the document**. **Do not use the default name**.

Step 4:



4. After you have named the file then select what type of file you want it to be. <Click> in “**Save As Type**” box and <Select> the **type of file** you would want it to be or what type of software **you have on your PC**. Then <Click> “**Save.**”

If you have any other **questions** or concerns then **please see your BRIO Explorer Training Manual by ADTC, the vendor**. In **Module 4** there is a section on **Saving, Exporting, and Printing Documents**.